

GENERAL SERVICES ADMINISTRATION



Washington 25, D. C.

February 14, 1964

GENERAL SERVICES ADMINISTRATION
FILE *OSM*

HONORABLE
John A. McCone
Director
Central Intelligence Agency
Washington, D. C.

Dear Mr. McCone:

Attached for your review are copies of proposed new Chapters II and III, and new section 103.00, Chapter IV, Title 3, Federal Records, Regulations of the General Services Administration. Also attached are copies of a proposed revised section 101.00, Chapter I, of the same title.

The new and revised regulations provide for effective Government-wide controls over the creation, organization, maintenance, and use of Federal records; establish agency program responsibilities for the management of correspondence, reports, forms, directives, mail, files, and records supplies and equipment; and set standards for the selective retention of records having continuing value.

Your review of the attached document and advice of concurrence or recommendations for changes, within 60 days after date of this letter, will be appreciated.

Members of your staff may obtain information concerning the proposed document by communicating with Mr. Herbert E. Angel, General Services Administration, National Archives and Records Service, Office of Records Management, National Archives Building, Washington, D.C., 20408; telephone WOrth 3-5183 (Government dial code 13, extension 35183).

Sincerely yours,

Lawson B. Knott Jr.
LAWSON B. KNOTT, JR.
Acting Administrator

Attachments